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General Services National Capital  
Administration Region Washington, DC 20407

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Honorable Frank C. Carlucci  
Deputy Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Carlucci:

A Presidential memorandum (attachment #1) was issued on July 23, 1980, which established a goal of 20 percent employee participation in a ride-sharing mode of commuting by January 1, 1981. If an agency was already at 20 percent or greater participation, the agency was to establish a goal of a 20 percent increase of the existing base.

The Executive agencies' assistance in obtaining data for the baseline period in June 1980, produced excellent data concerning Federal employee ridesharing patterns in the Washington metropolitan area.

The President's memorandum required reports for the June baseline period and another report covering the October through November period. Your assistance is again needed to conduct a survey of your employees in the Washington metropolitan area to determine changes in employee commuting patterns. This survey is voluntary and not subject to the General Services Administration's or Office of Management and Budget's (OMB) forms or reports clearance procedures which govern required reports completed by agencies.

Enclosed are the instructions for implementation of the survey (attachment #2), the survey sheet (attachment #3), and the survey report form (attachment #4). The survey should be completed in each of your facilities in the Washington metropolitan area with 100 or more employees. Your individual employee transportation coordinators should be utilized to conduct and report the survey for their respective buildings. Reports in the format designated are needed by December 1, 1980, to comply with the President's request for this information.

I am also requesting that you send with your submission an updated list of your employee transportation coordinators for your facilities, which were designated in accordance with Executive Order 12191 (February 1, 1980) and OMB Circular A-118.

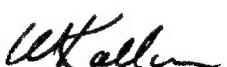
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I would appreciate your giving this survey your personal attention in order that the deadline for submission of the final report to OMB can be met. The President is vitally concerned with fuel conservation through ridesharing. This data will be extremely important to us in making plans for our future ridesharing promotion efforts.

For any additional information, please contact Mr. Mike Ziskind or Mr. Jack Carlile of my regional ridesharing staff on (202) 472-1776.

Sincerely,



WALTER V. KALLAUR  
Regional Administrator

Enclosures

# MISSING PAGE

**ORIGINAL DOCUMENT MISSING PAGE(S):**

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